



## New Jersey Department of Children and Families Policy Manual

Manual:	OOE	Office of Education	Effective Date:
Volume:	I	Office of Education	
Chapter:	A	Office of Education	4-12-2006 rev. 8-7-2006
Subchapter:	1	Office of Education	
Issuance:	46	<b>Fire Safety and Emergency Building Evacuation (Regional Schools)</b>	Revised:

**SUBJECT:** Fire Safety and Emergency Building Evacuation in DCF Regional Schools

**EFFECTIVE DATE:** April 12, 2006

**REVISED DATE:** August 7, 2006

### A. OBJECTIVE

To provide Department of Children and Families (DCF) Regional Schools and day care centers located within Regional Schools with building evacuation procedures in the event of a fire, bomb threat, explosion or other incident in which building evacuation is indicated.

To ensure the proper maintenance of fire detection and suppression systems at DCF Regional Schools and day care centers located within Regional Schools.

### B. STANDARDS

1. Pursuant to N.J.S.A. 18A:41-1, DCF Regional Schools, which include the day care centers in the Project TEACH programs, shall practice fire/evacuation drills two times a month.
2. DCF Regional Schools and day care centers shall be subject to applicable codes, statutes and inspections regarding fire prevention, including those of the Department of Community Affairs, Division of Fire Safety (N.J.A.C. 5:70-3.2).
3. Records subject to inspection by the Department of Community Affairs, Division of Fire Safety, shall be maintained and kept up-to-date.

4. The Education Supervisor (ES) in each DCF Regional School, in conjunction with the Office of Education (OOE) Operations Manager, shall be responsible for implementing and monitoring the safety procedures and assurances in this policy.
5. Each DCF Regional School shall maintain and post current Building Floor Plans which shall depict the physical layout of the building and indicate egress routes specific to each location/room in the building.

### **C. PROCEDURES**

1. Copies of Building Floor Plans shall be posted in the following areas:
  - a. Each classroom;
  - b. Day care nurseries
  - c. Office areas;
  - d. Kitchen;
  - e. Cafeteria; and
  - f. Common areas including the midpoint and end of each hallway.
2. For each posted Building Floor Plan, the egress route specific to that area shall be drawn in red ink or be highlighted to clearly illustrate the route. A secondary egress route, where possible, shall also be indicated and marked as such.
  - a. The Building Floor Plan for each room or area shall be posted in a conspicuous place.
  - b. The Building Floor Plan shall identify, by name (e.g. Classroom 101), the room or area in which it is posted.
  - c. Classroom staff are responsible to be familiar with the egress routes for their classroom.
  - d. All school building staff are responsible to be familiar with the egress routes for their respective areas in which they are assigned to work.
3. Evacuation drills (also known as “fire drills”), shall be conducted two times a month.

- a. All staff, students and infants/toddlers shall participate in the evacuation drills as directed by the ES and, where applicable, assisted by the school's safety officer pursuant to the Regional School Safety Plans.
  - b. The ES shall, prior to conducting any evacuation drills, designate a common meeting point(s), located at a safe distance from the building, that will serve as the area(s) for staff, students and infants/toddlers to gather for further instruction/direction as may be needed. The ES shall ensure that all staff and students are aware of the common meeting point area(s).
  - c. Any unplanned evacuation made necessary by the unintended activation of a fire alarm or by any other emergency shall not be considered one of the two required monthly evacuation drills.
  - d. As part of the fire drill, the ES or designee shall conduct a sweep of the building to confirm that all persons have been evacuated.
  - e. Students, infants/toddlers and staff shall return to the building at the conclusion of the evacuation drills.
    - 1) The ES and, where applicable, a safety officer shall indicate their satisfaction with the procedure of the evacuation drill.
    - 2) Further direction or instruction shall be provided as needed for students and staff.
4. Each DCF Regional School shall maintain a School Fire Drill Log (Attachment 1) which shall contain:
    - a. the date of the drill;
    - b. the time of day;
    - c. the amount of time needed to evacuate the building;
    - d. the weather conditions;
    - e. the number of students in the building;
    - f. the number of staff in the building; and
    - g. the number of visitors in the building.
  5. The School Fire Drill Log shall be maintained up-to-date and be available for inspection annually or as requested by the Department of Community Affairs, Division of Fire Safety.

6. Evacuation drills for day care centers within DCF Regional Schools shall be conducted two times a month, in accordance with the following additional procedures:
  - a. Cribs, beds, playpens and cots used for rest or sleep shall always be positioned so as to provide access to a three-foot wide aisle that leads to an unobstructed exit.
  - b. The primary caregiver(s) in the nursery shall place no more than four infants/toddlers in an evacuation crib to prepare for the fire drill.
  - c. The nursery staff and infants/toddlers shall exit through the nearest nursery door to the outside.
  - d. Nursery staff shall ensure that all children present are evacuated.
  - e. The parents of the infants and toddlers shall not go to the nursery during evacuations but shall exit their respective classrooms with all other students.
7. A Day Care Center Fire Drill Log (Attachment 2) which is specific to the infants/toddlers and nursery staff in the day care center shall be maintained, be utilized, be available for inspection by the licensing entity and contain the following information:
  - i. the date of the drill;
  - ii. the time of day;
  - iii. the amount of time needed to evacuate the day care center;
  - iv. the weather conditions;
  - v. the number of children in the day care center; and
  - vi. the number of staff in the day care center.
8. The responsibilities of instructional, day care center and administrative staff in supervising students and infants/toddlers during a drill or an actual emergency shall be as follows:
  - a. Each teacher is responsible for the students in his/her classroom at the time of a fire drill and/or evacuation due to an emergency. Day care center staff are responsible for the infants and toddlers in the nursery.
  - b. The classroom teacher shall direct the students to follow the prescribed evacuation egress route from the classroom or any other area of the building.

Day care staff shall execute the evacuation utilizing the prescribed egress route from the nursery.

- c. Each teacher is responsible to take the daily attendance record with him/her during fire drills and/or emergencies and to account for students under his/her supervision. The nursery staff shall take the daily attendance record for infants and toddlers with them during fire drills and/or emergencies to account for children under their supervision.
  - d. Any other staff member(s) that may have supervision or control of a student(s) at the time of a fire drill and/or evacuation shall direct the student(s) to follow the designated egress route from their present location to the meeting area outside of the building.
  - e. If a student or infant/toddler is unaccounted for, the supervising staff person shall immediately notify the ES about the situation and provide the name of the student or child.
  - f. The ES shall immediately initiate a search for the missing student or infant/toddler.
  - g. When the student or infant/toddler is located, the ES shall determine the circumstances upon which the student or child became separated from the supervision of staff and then proceed with all appropriate corrective actions.
  - h. If a missing student or infant/toddler is not located during a fire drill, evacuation drill or any emergency, the ES shall notify the student's/child's parents, the applicable OOE Regional Administrator (RA), law enforcement authorities and, as appropriate, fire department officials. School staff shall continue to search for the missing student/child until law enforcement authorities arrive and provide further direction.
9. The evacuation procedures outlined in this policy shall be followed in the event of actual emergencies or in the event of a bomb threat when evacuation is determined to be the best course of action based on the circumstances, the direction of law enforcement officials, and /or the information in the Regional School Safety Plans. All other applicable procedures regarding actual emergencies which may result in building evacuation are outlined in the Regional School Safety Plans.
10. The procedures delineated in OOE Policy 29 (Unusual Incident Reporting) shall be followed, as necessary, regarding reportable incidents and emergencies within the building.
11. The records of inspection of fire extinguishers, the suppression system and the fire alarm system shall be kept up-to-date and shall be made available to the

Department of Community Affairs, Division of Fire Safety, during their annual inspection.

- a. The ES shall verify that all fire extinguishers in the building have been visually inspected once a month. This shall be noted on the back of the tag on each fire extinguisher.
- b. The ES shall assure that the contracted inspection company performs its required inspections and that the inspection log is appropriately maintained.
- c. The ES or designee shall accompany the Fire Inspector from the Division of Fire Safety during the annual inspection.
- d. The ES shall sign, if issued, the Notice of Violations and Order to Correct and provide copies to the Department's Office of Facilities Support/Emergency Management and to the OOE Operations Manager.
- e. The ES shall be responsible to correct violations within the prescribed time frames.
- f. The Department's Office of Facilities Support/Emergency Management and/or the OOE Operations Manager shall assist in correcting violations that are beyond the scope of the ES.

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Attachments

1: School Fire Drill Log